



# Sample Voucher Package

- Voucher Participant will provide Landlord the Voucher Package.
- Forms detailing unit information. If the Landlord approves the Participant for the unit, the forms are to be completed by the Landlord.
- Once complete, Participant will return forms to the Housing Authority.
- Based on “Ready Date” (Box #8 on form) Housing Authority will schedule an inspection date 5 to 10 days upon receiving the form.

Notes:

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# Voucher Sheet

12/9/2020



Creating Opportunities for Stronger Communities

<b>Head of Household:</b>		<b>Tenant Name</b>	
<b># of bedrooms for which family is eligible:</b>		<b>3, 4, 5</b>	
Counselor:	Caseworker Name	Date Issued:	1/1/2021
Phone Number:	(727) 323-3171 x 206	Date Expires:	2/1/2021
<b>Estimated Family Rent Responsibility:</b>		<b>\$</b>	<b>388</b>

Below are the maximum rents for each zip code in the St. Petersburg area.  
**Once you find the zip code, the next column is the max rent to look for.**  
**Max Rent is for all the bedroom sizes listed above.**

For example: For a unit in the 33702 zip code, the rent can be no higher than: \$1,355  
 For a unit in the 33777 zip code, the rent can be no higher than: \$1,655

Zip Code	Max Rent		Zip Code	Max Rent
33701	\$1,245		33716	\$1,825
33702	\$1,355		33755	\$1,405
33703	\$1,675		33756	\$1,315
33704	\$1,499		33760	\$1,395
33705	\$1,465		33765	\$1,325
33706	\$1,728		33770	\$1,365
33707	\$1,475		33771	\$1,405
33708	\$1,837		33772	\$1,525
33709	\$1,275		33773	\$1,355
33710	\$1,315		33774	\$1,325
33711	\$1,505		33777	\$1,655
33712	\$1,445		33778	\$1,445
33713	\$1,575		33781	\$1,205
33714	\$1,265		33782	\$1,525

**\*IMPORTANT\***

THIS IS AN EXAMPLE ONLY.  
 ALL VOUCHER SHEET AMOUNTS DIFFER WITH EACH TENANT.

The example is based on a family of 4(mother, 3 kids) with an income of \$14k.

**LANDLORD INFORMATION - PLEASE PRINT CLEARLY** Are you

currently a registered landlord with the SPHA? Yes \_\_\_\_\_ No \_\_\_\_\_

Registered Landlord Name \_\_\_\_\_

**Landlord Email Address:** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Por favor, póngase en contacto con la oficina si usted necesita este documento traducido o si necesita un intérprete. Este servicio se ofrece sin costo alguno en relación con los negocios de la agencia.

# Request for Tenancy Approval

U.S Department of Housing and  
Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169 exp.  
7/31/2022

Housing Choice Voucher Program



The public reporting burden for this information collection is estimated to be 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in Accordance with applicable law.

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance. HUD will not disclose this information except when required by law for civil, criminal, or regulatory investigations and prosecutions.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection
9. Structure Type <input type="checkbox"/> Single Family Detached (one family under one roof)  <input type="checkbox"/> Semi-Detached (duplex, attached on one side)  <input type="checkbox"/> Rowhouse/Townhouse (attached on two sides)  <input type="checkbox"/> Low-rise apartment building (4 stories or fewer)  <input type="checkbox"/> High-rise apartment building (5+ stories)  <input type="checkbox"/> Manufactured Home (mobile home)			10. If this unit is subsidized, indicate type of subsidy: <input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR)  <input type="checkbox"/> Tax Credit <input type="checkbox"/> HOME  <input type="checkbox"/> Section 236 (insured or uninsured)  <input type="checkbox"/> Section 515 Rural Development <input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy)		

**11. Utilities and Appliances**  
The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Other Electric		
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
		<b>Provided by</b>
Refrigerator		
Range/Microwave		

**12. Owner's Certifications**

- a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

- b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.<sup>8</sup>

- c. Check one of the following:

- Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
- The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.
- A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.*

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

\_\_\_\_\_

(i) \_\_\_\_\_ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) \_\_\_\_\_ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

\_\_\_\_\_

(i) \_\_\_\_\_ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) \_\_\_\_\_ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) \_\_\_\_\_ Lessee has received copies of all information listed above.

(d) \_\_\_\_\_ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) \_\_\_\_\_ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date

# Amenities Check List

Tenant Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Instructions:** Check mark the amenities that apply to this property and if applicable circle the appropriate one.

- |  |   |
|--|---|
| <input type="checkbox"/> Washer/Dryer Connection | <input type="checkbox"/> Handicap Accessibility   |
| <input type="checkbox"/> Parking                 | <input type="checkbox"/> A/C Wall Unit            |
| <input type="checkbox"/> Patio/Porch/ Deck       | <input type="checkbox"/> Owner Pays All Utilities |
| <input type="checkbox"/> Pool                    | <input type="checkbox"/> Gated Community          |
| <input type="checkbox"/> Garage / Carport        | <input type="checkbox"/> Lawn                     |
| <input type="checkbox"/> Garbage Disposal        |   |
| <input type="checkbox"/> Ceiling fans            |   |
| <input type="checkbox"/> Laundry Facility        |   |
| <input type="checkbox"/> Stove                   |   |
| <input type="checkbox"/> Refrigerator            |   |
| <input type="checkbox"/> Microwave               |   |
| <input type="checkbox"/> Dishwasher              |   |
| <input type="checkbox"/> Central Heat & Air Unit |   |
| <input type="checkbox"/> Water / Sewer / Garbage |   |

Total Square Footage \_\_\_\_\_

Number of Bathrooms \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_

Notes:

## **FREQUENTLY ASKED QUESTIONS – REQUEST FOR TENANCY APPROVAL (RFTA)**

### **What is the process once I turn in the RFTA?**

All RFTA's are date stamped, which means RFTA's are processed on a first come first serve basis. The RFTA is then logged in and given to the Inspection Department. Once the RFTA has been assigned to an inspector, they will contact the owner to set up the day and time for the inspection. If you would like to know when the inspection will be, you must contact the owner. An inspection will be scheduled with 7 to 15 days after the RFTA is submitted. At the inspection the inspector will set the final contract rent amount based on the tenant's income.

*Tenants are responsible for providing accurate income and household information at all times. If changes have been made to your income or household composition after you have been issued an RFTA, you must report this change within 10 days.*

### **What happens after the inspection?**

It can take up to 5 days for the inspector to complete the inspection paperwork. Once completed, the paperwork is given to the assigned Housing Specialist who then calculates the tenant's rental portion and the housing assistance payment to the owner. Ideally the tenant and landlord will be notified by mail of the rent amounts within 10 days after the inspection. The owner will also be sent the Housing Assistance Payments Contract which has to be signed and returned with the lease. The HAP contract and lease must have the same term dates. The tenant can move into the unit once the unit has a passed inspection.

### **What if I need a new RFTA? What if I need an extension on my RFTA?**

A request for a new RFTA must be submitted in writing. Also the previous RFTA that was issued must be turned back in to the office. After the request is reviewed by the housing specialist, a new RFTA will be issued. A request for an extension must be submitted in writing. After the request is reviewed by the housing specialist, an extension may be granted. The request must be submitted BEFORE the expiration date listed on the RFTA.

### **What do I do about a security deposit?**

Tenants are responsible for security deposits that the owner may require. The housing authority does not assist with security deposits. When giving a deposit, tenants need to know the conditions that the deposit may be refunded. It is also helpful to have something in writing from the owner.

### **If I'm only approved for a certain amount, can I pay the owner the difference?**

ABSOLUTELY NOT! This is against the law. Tenants are only permitted to pay the amount determined by the housing authority. If a tenant pays more than what has been determined by the housing authority this could result in termination from the Section 8 program.

### **Can I move in before a passed inspection?**

It is not advised that tenants move in before a passed inspection. The housing authority does not provide rental assistance until there has been a passed inspection on the unit. If a tenant moves in before a passed inspection, the tenant is responsible for ALL charges the owner may set.

### **What if I sign a lease and decide I no longer want that unit?**

If a lease has been signed by the tenant and owner, the tenant is obligated to stay at that unit as that is a legal contract. The only way a tenant can move from that unit would be to get a mutual termination of the lease submitted in writing and signed by the owner. The mutual termination of the lease must have the date that the lease will end, which has to be the last day of a month.

**If you have any further questions, please contact your assigned Housing Specialist at (727) 323-3171.**